

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Mr. Houston, General Counsel

DATE: 16 February 1948

FROM : Personnel Branch  
Transactions & Records

25X1A

SUBJECT: Designation of Beneficiary

*Retirement  
(Personnel)*

25X1A

A number of CIA employees have never designated a beneficiary to whom money standing to their credit in the Retirement Fund should be paid upon the death of the employee or annuitant. In Addition, some employees may wish to change or revoke a previous designation.

Employees of your branch who wish to make a designation or change should complete Form 2806-1 (original and duplicate copies) and return both copies to this office. Employees previously employed by another agency who have submitted Form 2806-1 through that agency need not do so at this time. New forms are not to be submitted for a change of address only.

A small supply of Forms 2806-1 are enclosed.

25X1A

Transactions & Records  
Room 112 North Building

25X1A

1.
2.
3.

(Please check rest of  
office.)

OGC Has Reviewed

LPH  
WR 12/31/48